

RE ADVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

December 28, 2006

4 Page Document

TITLE:	Program Integrity Investigator
POSITION NO:	08119
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	13
STARTING SALARY:	\$27,949 annually is entry-level salary
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 12, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position conducts investigations of Intentional Program Violations (IPVs) in the Food Stamp, TANF and Medicaid programs using extensive knowledge of the Code of Federal Regulations, Administrative Rules of Montana, Montana Code Annotated and Public Laws, investigative techniques and interviewing techniques; plan and conduct individual detailed case investigations of alleged criminal and fraudulent activity and/or violations of the various public assistance programs; interviews clients, workers, and collateral contacts; prepare detailed investigative reports with finding and recommendations for appropriate action; gather, assemble and take custody of documentary evidence to support investigative findings; assist the Department of Justice in evidence gathering and presentation in testimony in court or before an Administrative Hearings

Officer in the prosecution of fraud cases; conducts defendant meetings and interviews to mediate and resolve the acknowledgement of debts to be used in civil court actions; and assists newly hired or less experienced staff in the conduct of investigations. Also performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of Federal and State regulations pertaining to the administration of Public Assistance program and investigations.

Skills: Proficiency in the use of various Federal and State computerized information systems.

Abilities: Ability to interpret and apply public welfare, civil and criminal laws and regulations; recognize, analyze and solve complex issues within specific cases; and establish and maintain effective working relationships with multiple and divergent entities.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business Administration, Public Administration, or in Behavioral Sciences, Human Services or Social Work **AND** two years as an eligibility examiner responsible for public assistance cases including Food Stamps, TANF and all Medicaid sub-types; two years of experience in law enforcement, investigative work, human relations, regulatory inspections, social work, personnel, education, counseling, affirmative action, equal employment opportunity, claims adjusting, accounting, auditing, or working in a juvenile or adult criminal justice system. Experience can substitute on a year-for-year basis for the required education.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. If unforeseen circumstances occur photocopy of transcripts may be brought to interview.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.